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15 NOV 1979

MEMORANDUM FOR: Deputy Director for Administration
FROM: Harry E. Fitzwater
Director of Personnel
SUBJECT: Office of Personnel Weekly Report --
Week Ending 14 November 1979 (U)

1. Senior Intelligence Service: The interdirective informal Senior Intelligence Service (SIS) working group met on 14 November 1979. Among the items discussed were:

- a. The proposal (for DCI approval) to permit salary retention and provide a minimum of a two in-grade step increase, subject to the statutory pay cap, for GS-15's promoted to SIS-1.
- b. The conversion of GS-16 positions to SIS.
- c. Annual leave "use or lose" limits for SIS members with leave balances below the present 240 hours maximum. (U/AIUO)

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2. Briefing at Texas A & M:

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[redacted] based recruiter, was joined on the evening of 6 November 1979 by [redacted] of the National Photographic Interpretation Center and [redacted] of the Office of Development and Engineering to present a briefing at Texas A & M University. The audience of about 50 engineering people represented the student chapter of IEEE and the Center for Remote Sensing. (U)

3. Open Season for Annuitants - Health Benefits Program: On 9 November 1979 approximately 3,200 notices were mailed to annuitants under CIARDS advising them of the annual Open Season from 12 November through 7 December 1979 under the Federal Health Benefits Program. Benefit changes, rate changes and eligibility to change from one plan or option to another were items covered in the notice. Additionally, a flyer entitled, "How to Compute Your Survivor Annuity," was enclosed for information purposes. (U)

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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

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4. Retirement Activity: The figures shown below represent those employees who have signed for retirement during the months indicated:

	<u>CIA</u>	<u>CSC</u>	<u>TOTAL</u>
December 1979	14	9	23
January 1980	35	35	70 (U/AIUO)

5. Personnel Officers Meeting: The monthly meeting was held in the auditorium at 1030 hours on 14 November 1979. The speaker was [redacted], the NIO for Near East and South Asia. His presentation concerning Iran and Arab [redacted] problems was not only excellent but timely. (C) 25X6□

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6. Notices/Regulations: The following were forwarded to the Regulations Control Branch for publication:

- a. HN on SIS Evaluation Period
- b. HN on Claims for Restoration of Forfeited Annual Leave

[redacted]

7. New Army Efficiency Report: The Department of the Army has recently established new format, guidelines and procedures for the Officer Efficiency Report (OER). These changes become effective on January 1, 1980.

8. Combined Federal Campaign: The Combined Federal Campaign has been extended one week to 16 November 1979. Pledges and contributions as of close of business 13 November have totaled \$213,358 or 71.1% of our goal. This represents a 71.3% return of the pledge cards. (U/AIUO)

9. Blood Donor Day: A total of 116 units of blood were collected at the Agency's monthly Blood Donor Day, 6 November. This compares with 104 units donated last month. (U)

10. Invitee Travel - New Record: The Finance Section of the Central Processing Branch reimbursed an invitee a record amount of money on 7 November. The invitee who travelled from Anchorage, Alaska, was reimbursed a total of \$1,028 which included cost of a round-trip ticket from Anchorage, per diem and local transportation at origin and destination. This is the first case that has exceeded \$1,000 since the invitee reimbursement procedure was put into effect in the late 1950's. (U/AIUO)

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11. Suggestion Box: One suggestion was received on 13 November 1979--the first one since May 1979. This brings the total received thus far to 72. (U/AIUO)

12. Rehired Annuitants: The Weekly Civilian Annuitant Activities Report is attached. (S)

COMING EVENTS

Ambassador Andrew Steigmen, the Director of the National Intelligence Tasking Office is scheduled to address the Joint Military Reserve Training Command on Monday, 19 November 1979. He will discuss the formation of the Collection Tasking Staff, its missions and its role and relationship to the intelligence community. The meeting will be held in the Headquarters Auditorium at 1745 hours and will be open to all Agency employees. (U/AIUO)

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Harry E. Fitzwater

Att

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